

## **POLICE SERGEANT**

**FLSA Code: N**

**Job Code: 6120**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult protective service and responsible administrative work serving as shift supervisor, participating in and supervising the work of Police Officers I, II, III and Police Corporals; does related work as required. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Work is performed under the regular supervision of a Police Lieutenant, Police Captain or Police Chief. Supervision is exercised over officers. Designated as Essential Personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Serving as shift supervisor; enforcing laws; investigating crimes; making arrests; preparing reports; maintaining files; testifying in court.**

Acts as supervisor of patrol shift and direct the operations and activities of the shift;

On an assigned shift, operates a patrol vehicle to observe violations of laws, suspicious activities and disturbances of law and order;

Receives complaints or reports of emergencies, determines need for action, and directs or assists subordinates in handling difficult problems;

Instruct subordinate officers as to work assignments and procedures in patrol, traffic or other assigned areas;

Directs, reviews, coordinates and evaluates the work of assigned personnel and may be assigned to special duties such as accreditation, property management, K-9, taxicab inspection, etc.;

Makes arrests and conducts investigations as assigned; testifies in court;

Issues equipment to officers and maintains inventory records;

Ensures proper operation, maintenance and repair of equipment;

Schedules and supervises training classes and the preparation of activity reports submitted by subordinates;

Interviews witnesses, suspects and victims of crime;

Relieves superior officers in their absence or as assigned;

Performs related tasks as required.

### **REQUIREMENTS/EDUCATION/EXPERIENCE:**

A minimum of three years experience as a Police Corporal of this department to include one year probationary period and two non-probationary years serving as a uniform patrol corporal; possession of an appropriate driver's license valid in the Commonwealth of Virginia; must meet and maintain minimum qualifications for the position as established by the city and the Commonwealth of Virginia. Experience requirements by rank of sworn Virginia certified law enforcement officers hired from other departments may be taken into consideration for the department's promotional process at the discretion of the Chief of Police.

This is a class description and not an individualized job classification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.

Revised: April 17, 2007